

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS



OBI: Correctional Services
NUMBER: SET 5267.07D
DATE: September 18, 2006
SUBJECT: Inmate Visiting

INSTITUTION SUPPLEMENT
FEDERAL DETENTION CENTER
SEATAC, WASHINGTON

1. **PURPOSE:** To implement regulations and procedures pertaining to inmate visits.
2. **DIRECTIVES AFFECTED:**
 - A. Directive Rescinded: I.S. SET 5267.07C, Inmate Visiting, dated April 14, 2005.
 - B. Directives Referenced:
 - PS1280.11 JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (1/7/00)
 - PS1315.07 Legal Activities, Inmate (11/5/99)
 - PS1490.06 Victim and Witness Notification Program (5/23/02)
 - PS4500.04 Trust Fund/Warehouse/Laundry Manual (12/15/95)
 - PS5100.07 Security Designation and Custody Classification Manual (9/3/99)
 - PS5180.04 Central Inmate Monitoring System Manual (8/16/96)
 - PS5270.07 Inmate Discipline and Special Housing Units (12/29/87)
 - PS5267.08 Visiting Regulations, (04/11/06)
 - PS5280.08 Furloughs (2/4/98)
 - PS5360.09 Religious Services and Practices (12/31/04)
 - PS5500.11 Correctional Services Manual (10/10/03)
 - PS5500.12 Correctional Services Procedures Manual (10/10/03)
 - PS5510.09 Searching, Detaining, or Arresting Persons Other Than Inmates (3/6/98)
 - PS5520.01 Ion Spectrometry Device Program (2/24/05)
 - PS5521.05 Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)
 - PS7331.04 Pretrial Inmates (1/31/03)
3. **STANDARDS REFERENCED:** American Correctional Association, 4TH Edition, Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **PROCEDURES:**
 - A. Visiting Area:

1. Federal Detention Center Seatac is located at 2425 South 200th Street, SeaTac, Washington, 98198, on the corner of 200th St. And 26th Avenue South, approximately 1 block west of Pacific Coast Highway (Hwy. 99) and 2 miles south of SeaTac International Airport. The exit from Highway 5 is 200th st exit, #151. The institution's telephone number is (206) 870-5700.

2. The following are a few of the cap companies service the area.

Checker Cab (206) 762-5533 Orange Cab (206) 522-8800
Yellow Cab (253) 872-5600 Shuttle Exps (206) 622-1492

3. The following is a listing of several major airlines which service the SeaTac area.

Alaska	(800) 462-0033	American West	(800) 235-9292
American	(800) 433-7300	Continental	(800) 232-9155
Delta	(800) 221-1212	Mexicana	(800) 531-7921
Northwest	(800) 225-2525	Southwest	(800) 435-9792
TWA	(800) 221-2000	US Air	(800) 428-4322
United	(800) 241-6522		

4. All regular visits not requiring special security measures will be conducted in the institution's Visiting Room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be used for social visiting unless approved in advance by the Captain.
5. Inmates will not be permitted to use restroom facilities during social visits unless the visit exceeds one hour. Inmates requesting to depart the Visiting Room will not be re-admitted. The only exception to this is for Cadre inmates, whose visitors are allowed to leave and return on the same visiting day (e.g., lunch breaks).
3. Any other use of the Visiting Room will require the approval of the Warden and will be coordinated with the Captain.
4. Institutional Activities: Visiting is a positive activity for inmates and will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

NOTE: All inmates will be identified by picture card prior to their visitor's departure from the Visiting Room.

B. Visiting Hours:

Social visitation hours are as follows:

Social visitation

Sunday	7:30 a.m. - 2:30 p.m.
Monday	2:00 p.m. - 9:00 p.m.
Tuesday	NO VISITING
Wednesday	NO VISITING
Thursday	NO VISITING
Friday	2:00 p.m. - 9:00 p.m.
Saturday	7:30 a.m. - 2:30 p.m.
HOLIDAYS	7:30 a.m. - 2:30 p.m.

Processing of visitors will begin 30 minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period. Processing of visitors will be suspended 45 minutes prior to official counts.

C. Frequency of Visits & Number of Visitors:

1. Pretrial & ICE inmates will be allowed social visits for a period of one hour. The hour will begin when the inmate arrives in the Visiting Room. Each Pretrial & ICE inmate will be allowed one visit a day.
2. On Monday, and Friday, Work Cadre inmates may visit for one hour between 2:00 p.m. and 5:00 p.m., and for three hours between 5:00 p.m. and 9:00 p.m. Work Cadre inmates will be allowed to visit for the entire visiting period (7:30 a.m. to 2:30 p.m.) on Saturday, Sunday and federal holidays. Work Cadre inmates may have more than one visit per visiting day.
3. All holdover inmate visiting will normally be limited to immediate family members as outlined in section 4.D.1. and with the prescribed visiting times as outlined in section 4.B. and for a duration of one hour as outlined in section 4.C.1.
4. Inmates will be permitted to visit with a maximum of six visitors, including adults and children at one time. Children under the age of 16 are not considered adults and will be allowed to accompany an approved adult visitor. Visitors will not be permitted to

exchange places (alternate) with another visitor outside the Visiting Room.

5. Inmates present in the Visiting Room during official counts or census checks will be counted in the Visiting Room. Thirty minutes before the official count, the Visiting Room #1 Officer will prepare and submit an out-count form to the Control Center. The number of inmates in the Visiting Room will be called in at count time by totals from each unit. Inmates notified of a visit 30 minutes prior to an official count will be placed on the out-count.
6. Visitors will not be allowed to enter or exit the Visiting Room during official counts. Visitor processing will not continue until completion of the count. Visitors will immediately depart the Visiting Room after completion of their visit and identification of the inmate.
7. UNDER NO CIRCUMSTANCES WILL VISITORS BE ALLOWED TO LEAVE THEIR CHILDREN UNATTENDED INSIDE THE INSTITUTION OR ON INSTITUTIONAL GROUNDS. ALL VISITORS ARE REQUIRED TO SUPERVISE THEIR CHILDREN DIRECTLY. THE VISIT MAY BE CANCELED IF THE VISITING CHILDREN ARE DISRUPTIVE.
8. The number of social visitors and inmates will not exceed 125 in the Visiting Room at the same time. The Visiting Room Officer will contact the Operations Lieutenant if the number of inmates and visitors is within ten of the maximum number allowed. If it becomes necessary to terminate visits due to overcrowding, the Institution Duty Officer (IDO) or Operations Lieutenant, in the absence of the IDO, will begin with visitors who have visited the longest that day.

D. Approved Visitors:

1. Unsentenced, pre-trial and holdover inmates: The visiting list is limited to immediate family members (i.e., mother, father, step parents, foster parents, brothers, sisters, spouse, children and domestic partners registered with the City of Seattle or other jurisdictions recognized by the State of Washington.)
2. Work Cadre inmates: In addition to immediate family members as listed above, Work Cadre inmates may have other relatives or friends added to their approved visiting list. For visitors other than family, the

inmate must verify a relationship existed prior to the inmate's confinement before consideration for approval. This requirement is not applied to individuals already on an existing approved visitor list. Exceptions to the prior relationship rule must be approved by the Warden and all requests will be routed through the Captain and Associate Warden of Programs first. Any other issues dealing with a proposed visitor's background will be routed through the Unit Manager to the Associate Warden over Programs for final disposition. A maximum of ten visitors, in addition to immediate family members, may be on the visiting list for Work Cadre inmates.

3. The official list of approved visitors is maintained and updated by the inmate's Correctional Counselor. A computer-generated, approved visiting list will be completed and signed by the Counselor and a copy forwarded to the Front Lobby, with copies to the inmate and the central file. In addition, the approved visiting list will be electronically transferred to the Front Lobby computer. Subsequent additions or deletions will be processed in the same manner. Inmates' may request changes to their visiting list no more than once a month. All social visitors must be approved in advance by the Unit Team. Ordinarily, an initial visiting list is prepared and distributed within seven days of receiving the required information to process the visiting list for all inmate statuses.
4. Visitors may not be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family.
5. Visitors under the age of 16 must be accompanied by an adult on the approved visiting list.
6. All adult visitors must have a valid state or government issued picture identification. This is defined as a driver's license, or other state or government issued picture identification showing full name and signature. Any questions concerning the validity of a visitor's identification should be directed to the IDO or Operations Lieutenant, in the absence of the IDO, for approval prior to entry of the visitor.
7. The inmate's Unit Team will provide the inmate with the visitor authorization application for all individuals meeting the above guidelines. Included in this packet

will be the "Visitor's Etiquette" statement, which includes the institution's visiting procedures and policies. The inmate is responsible for mailing this information to each prospective visitor. Any proposed visitor with a criminal record, must have prior written approval from the Associate Warden (Programs) before placement on any inmate's visiting.

8. Inmates will be notified of any proposed visitor not being authorized for placement on their visiting list, in writing with the "Notice of Denial for Proposed Visiting Applicant" form. This form will be completed the unit team and a copy given to the inmate concern. One copy of the form will be placed in the inmate's central file with the visiting request and the documentation justifying the denial.

E. Special Visits

1. Minister of Record: Inmates wanting a visit from their Minister of Record must submit a written request to the Chaplain. Upon approval, the unit team will add the name with the title "Minister of Record" to the inmate's visiting list. An inmate is limited to only one Minister of Record and the prior relationship rule will not apply. The addition of a Minister of Record will not count against the inmate's authorized visitor list total and will not impact the inmate's allowed social visiting for that day. Minister of Record visits will be conducted in the visiting room during scheduled social visiting hours.
2. Clergy, other than the Minister of Record, will be handled as outlined under section 4.D. of this supplement, to include impacting against the total visits allowed and number of approved visitors on the inmate's list.

F. Legal Visits:

1. Legal visitation hours are as follows:

Sunday	7:30 a.m. - 2:30 p.m.
Monday	7:30 a.m. - 9:00 p.m.
Tuesday	7:30 a.m. - 5:00 p.m.
Wednesday	7:30 a.m. - 5:00 p.m.
Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 9:00 p.m.
Saturday	7:30 a.m. - 2:30 p.m.
HOLIDAYS	7:30 a.m. - 2:30 p.m.

Attorneys are encouraged to visit during this time to minimize any delays in visitor processing. Visiting at other times should only be in emergency situations, and appointments should be scheduled in advance with the inmate's Unit Team to ensure staff coverage for the visit. When possible, 24 hours advance notice is requested. Processing of legal visitors will begin thirty (30) minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period.

2. Attorneys must present a valid state bar identification card and photo identification. After completing the Notification to Visitor Form, attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry into the institution. Attorneys and their representatives will be processed ahead of social visitors whenever possible. All legal materials and briefcases will be searched for contraband, and processed through the E-Scan. Handbags, newspapers, portable phones, and nonlegal materials are not permitted in the Visiting Room. Attorneys and representatives are permitted to enter the institution with pagers.
3. In the event that an attorney needs to see more than one inmate at a time, they will be allowed to do so as long as they have a copy of the indictment listing the names of the co-defendants and the inmates are not considered separatees. Questionable situations will be referred to the Staff Attorney or the IDO.
4. Attorneys' representatives (i.e., law clerks, paralegals, interpreters, investigators, psychologists, and other experts) may accompany an attorney into the Visiting Room. If visiting independently, the representative must obtain prior approval from the Unit Team as outlined in the current Institutional Supplement on Inmate Legal Activities. Questions should be referred to the Staff Attorney.

Attorneys are not ordinarily permitted to bring material witnesses into the Visiting Room without clearly defined special circumstances. Prior approval must be received from the Staff Attorney.

5. Attorneys may enter the Visiting Room with legal materials, including legal video and audio tapes. Attorneys will use equipment provided by the institution only. Attorneys must make arrangements to

use institution equipment in advance of a visit. All legal materials must leave with the attorney at the conclusion of the visit.

Legal materials, excluding video and audio tapes, may be left in the Front Lobby legal mailbox for delivery to the inmate. The envelope must be clearly marked with the attorney's name, inmate's name and register number and the following statement: "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE."

Legal video and audio tapes may only be mailed to an inmate with the permission of the Warden. Attorneys may make a written request, including the length of time the tapes are expected to be in possession of the inmate. Procedures for mailing legal packages are outlined in the current Institutional Supplement on Inmate Correspondence.

6. Inmates are permitted to bring legal materials to the Visiting Room. The legal materials must be examined and hand delivered to the Visiting Room by an available staff member. Once the legal visit has been concluded, the escorting officer will inspect the inmate's legal materials, and carry them back to the unit. Attorneys are permitted to leave the institution with any or all of an inmate's legal materials.
7. Normally, the attorney-client rooms will be utilized for legal visits. Attorneys and paralegals will be processed into the Visiting Room until thirty (30) minutes prior to an official count.
8. Official Visitors: Federal employees, including U.S. Attorneys, law enforcement agents, U.S. Court officials, U.S. Probation Officers, and Federal Public Defenders will be permitted to visit upon presentation of appropriate identification. Federal employees are not required to pass through the metal detector and will not be tested with the ION Scanner.
9. U.S. Attorneys, Federal Public Defenders, U.S. Probation and Law Enforcement Officers will be allowed to visit inmates in the units and will be supervised by the sponsoring department (i.e., Unit Team, SIA, or Institutional Attorney.) The coordinating department will submit a request for the visit through the Captain.

G. Special Housing Unit (SHU) Inmates:

1. Inmates housed in SHU will be permitted to have visits in the same manner as other inmates unless restricted for security concerns.
2. Inmates housed in SHU and classified as "High Security Concern" will have their social and legal visits in the SHU non-contact room. A list of inmates identified as "High Security Concern" will be maintained by the SHU Lieutenant.
3. Visits in SHU will be limited to one visitor per inmate, except for legal visits. Persons under the age of 18 are prohibited from visiting in SHU. The Warden may authorize persons under the age of 18 to visit in SHU with prior approval.

H. Records and Visitors:

1. In addition to the Notification to Visitor Form, each adult visitor will be required to sign the Visiting Log Book prior to each visit. Each visitor will also record their departure time upon leaving the Visiting Room, in the Visiting Log Book.
2. Completed Notification to Visitor Forms will be filed with the SIS Office for a period of one year.

I. Visitors' Personal Property:

1. Visitors will not be allowed to take any personal items into the Visiting Room except for their identification. All personal items with the exception of wallets, purses, money etc., will be locked in the visitor's vehicle. Those items which should not or cannot be locked in the visitor's vehicle will be placed in a locker located in the Front Lobby.
2. Persons utilizing the public transportation system will be allowed to utilize the lockers in the Front Lobby to store personal items for the duration of their visit.
3. Visitors are permitted to bring in infant care items limited to: one pacifier, one diaper, five diaper wipes, one bottle with contents, and one infant size blanket. No infant toys of any kind are allowed in the Visiting Room.

4. Visitors are required to dress appropriately. This means clothing that is appropriate for a correctional setting or court room. Adult visitors will not be allowed to wear halter tops, bathing suits, see through garments of any type, crop tops, hats or caps. Clothing that is questionable in regards to taste will be brought to the attention of the IDO or the Operations Lieutenant in the IDO's absence.
5. Only medication needed for the immediate preservation of life of a visitor will be allowed into the institution (i.e., asthma inhalers, nitroglycerin tablets, etc.) Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit. An entry should be made on the individual's Notification to Visitor Form describing the medication. Any questions regarding medication for visitors should be referred to the Operations Lieutenant. Any questions as to the identification of medication, as well as its use, will be referred to medical staff.
6. All authorized items outlined in this section entering the visiting room must be carried in a clear plastic container or bag not to exceed 10 inches by 10 inches. No more than two such container's or bags will be allowed.
7. All inmate visitors, attorneys, contractors, volunteers, tour groups and other individuals not identified under the exception of section 4.F.8., will be cleared with the Walk Through Metal Detector only. Those individuals who are unable to clear the Walk through metal detector will not be permitted to enter the institution. Individuals with medical prosthesis such as titanium hip implants will be cleared with the hand-held metal detector. The Operation's Lieutenant or IDO will be notified of individuals unable to clear with Walk Through Metal Detector due to medical concerns. These cases will be addressed on an individual basis.

J. Inmate Personal Property:

1. Inmates are only allowed to wear institution-issued clothing in the Visiting Room. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may enter the Visiting Room with one plain wedding band, one approved religious neck chain, and one pair of prescription eyeglasses.

2. Medication necessary for the preservation of the inmate's life will be allowed into the Visiting Room (to be controlled by the Visiting Room OIC). No other items will be allowed in the Visiting Room.
3. Unauthorized items brought into or out of the Visiting Room will be confiscated and disposition of the items will be determined per Program Statement 5580.05, Inmate Personal Property.

K. Visiting Room Staff:

1. The Visiting Room Officer will identify all inmates, as they enter and exit, with a picture card. If the inmate has altered his appearance from the picture card, it will be noted so that a new picture card can be made.
2. All inmates entering the Visiting Room will be pat searched. All inmates leaving the Visiting Room will be visually (strip) searched. The departure of inmates will be supervised by the Visiting Room OIC. No further contact with visitors will be permitted after completion of a visit.
3. Visitors will be escorted to and from the Visiting Room by staff at a maximum rate of five visitors (excluding children) per one staff member.

L. Conduct in the Visiting Room:

1. Visits will be conducted as formally and pleasantly as physical conditions permit. Hand shaking, embracing, and kissing are permitted within the bounds of good taste, at the beginning and end of the visit. Inmates and their visitors may hold hands during a visit. Inmates are also permitted to hold their children, aged 3 years and under, during a visit.
2. All other physical contact will not be permitted and will be grounds for termination of the visit. All visitors will sit across from the inmate. Placement of inmates and visitors will be at the Visiting Room OIC's discretion.

M. Visit Terminations:

The decision to limit or terminate a visit for reasons of improper conduct by the inmate or visitors will be made by

the IDO or the Operations Lieutenant, in the absence of the IDO.

N. Passing of Articles:

1. Visitors may not bring anything into the institution to be given to an inmate.
2. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled through correspondence addressed to the inmate. Exceptions must be approved by the Unit Team or IDO.
3. Visitors are prohibited from giving money to an inmate in the Visiting Room. The Visiting Room Officer cannot accept funds for deposit to an inmate's commissary account. Money is not authorized in the Visiting Room.
4. Bringing any unauthorized items, such as medication, weapons, tools, food, drugs or alcohol, into the institution violates institution rules and Federal law. Infractions may result in the visitor's permanent removal from the visiting list, referral to the proper law enforcement agencies for prosecution, and/or administrative sanctions against the inmate.
5. It is against the law for visitors and inmates to introduce, or attempt to introduce, into this institution or its grounds, or to take or attempt to take, or send or attempt to send from the institution, any article without the knowledge and consent of the Warden or his designee.
6. The use of cameras or recording equipment without the consent of the Warden, or his designee, is strictly prohibited. Violators are subject to criminal prosecution.

O. Visits to Inmates Under Strict Medical Care:

1. Inmates admitted to local hospitals for medical treatment will not be allowed social visits unless authorized by the Warden. In instances authorized by the Warden, visitors will only visit according to that medical facility's visiting times and visits will be limited to immediate family members only. These visits will not exceed one hour in duration and will be done with direct staff supervision. Identification, search procedures, etc., applicable at the institution will be enforced.

2. Visits may be restricted or prohibited for inmates under strict medical care (i.e., suffering from infectious disease, psychiatric or suicidal observation, being physically restrained, in dry cell status or otherwise not in condition to see visitors). Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. The IDO or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor.
3. All denied visits under the circumstances in this section will be documented in a memorandum and will be maintained in section 2 of the Privacy Folder in the Inmate Central File.
4. Circumstances may exist in which the Captain, in conjunction with the Medical or Psychology Departments, may determine that a visit can take place. The appropriate location of the visit will be determined by the consulting individuals.

P. Inmate Separatees:

Inmates and their separatees, and families of separated inmates will not be placed in the Visiting Room at the same time. Visits for inmates with separation assignments will be processed on a "first come, first serve basis." The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby that the inmate and his or her visitors have departed.

5. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

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Robert J. Palmquist, Warden

Attachments:

Inmate Intake Visitation Log

